



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



Announcement Number: 06-04-065	Opening Date: 07-27-04	Closing Date: 08-20-04	OPEN TO ALL APPLICANTS
POSITION: Bilingual Family ADR Case Coordinator JS-945-10	TYPE OF APPOINTMENT: Career Service	Salary Range: \$49,118 -\$59,862 DC Courts non-judicial employees receive federal retirement and benefits.	
Division: Multi-Door Dispute Resolution	LOCATION: 500 Indiana Ave, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Responsible for domestic relations mediation case management, including all contested domestic relations cases, cases referred by Family Court judges and magistrate judges, and cases in which individuals request mediation. Case management includes coordination among Multi-Door, judges, parties and their attorneys, and mediators. Coordinates scheduling of mediation sessions, and ensures notification and documentation to ensure accurate scheduling, case tracking, data entry and file retrieval. Consults with mediators regarding mediation strategy and techniques, court rules, family law and Family Court and Multi-Door Dispute Resolution Division policies and procedures. Ensures that mediation agreements are accurate, fair, complete and consistent with law and division policy. Prepares caseload and individual case status reports. Supervises evening and/or Saturday mediation sessions. Assists with mediator recruitment and selection, and trains and evaluates mediators.

MINIMUM QUALIFICATIONS: A bachelor's degree in business, management, public administration, criminal justice or a related degree plus two years of experience coordinating, managing and/or tracking cases in a court, legal, or social service agency or office. Domestic relation's mediation training and at least two years' experience mediating domestic relations cases is required. Please submit a copy of your most recent performance evaluation with your application.

SPECIAL QUALIFICATION: Must be able to speak, interpret, read and write Spanish fluently.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

1. Knowledge of and experience with the mediation process and ability to perform family mediations.
2. Ability to select, train, manage and evaluate mediators.
3. Ability to provide effective case management and record keeping.
4. Ability to communicate effectively, orally and in writing, with judges, court staff, lawyers, clients and others.

SELECTION PROCESS: After review of applications and ranking factor responses, a panel interview in English and Spanish will be required of the highest qualified candidates.

Submit D.C. Court Application And Ranking Factors to:
DC Courts, Human Resources Division, 515 5th Street, NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496, FAX (202) 879-4212 or visit us on the web at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.